

## February 17, 2009 PLANNING BOARD MEETING MINUTES

### PLANNING BOARD MEMBERS PRESENT:

Frank Linth  
Steve Harris  
Keith Arndt  
Robin Shaw-Absent  
Jerry Knox

### CITY STAFF:

Bob Martin, DCD  
Carole Feldmann, Secretary

**CALL TO ORDER:** Meeting called to Order at 7:00 PM

**Pledge of Allegiance:** No Pledge of Allegiance

**Roll Call:** See Above

**Changes to the Agenda:** Reverse D2 to D1 Hearing Latimore Presentation

**Public Comments:** None

**Planning Board Member Comments:** None

### Approval of Minutes:

Arndt moves to accept the minutes with noted changes 2<sup>nd</sup> by Knox, all ayes.

### HEARING AND ACTION ITEMS

None

### STAFF PRESENTATIONS AND DISCUSSION BY BOARD

#### **D-1: Permit Streamlining Project; Latimore and Associates Contract**

Martin: The city's Building and Development Permit Process needed to be updated to accommodate current issues such as new impact fees and development procedures to insure compliance with updates in the Comprehensive Plan and Development Codes. On January 22, 2009 the City Council authorized Mayor Eslick to execute a contract with Latimore Co. LLC which provides consulting services to upgrade the city's permit process, and potentially incorporate "Springbrook" the city's financial system for functionality of the computerized permit processing and tracking.

Mr. Latimore has previously served as a member of the Sultan Planning Board and has since formed his own company and provides professional consulting services related to permit and process improvement. This project was anticipated in the newly adopted 2009 budget through allocation of \$18,000 for this contract. Mr. Latimore was introduced to the planning board and proceeded with his presentation.

Latimore: Provided Planning Board Members with an overview of his system with handouts and a power point presentation explaining the permit process he has developed. The system is referred to as the Latimore Dashboard which is comprised of an Excel Spreadsheet format listing current projects and what stage they are in with a priority level. It is intended to work in conjunction with Springbrook, which is the City's Financial and Utility reporting software. Springbrook is capable of tracking all building and development projects with the Building Module purchased for the system.

Board Members had much discussion with Mr. Latimore on understanding his system and its implementation into the Community Development and Economic Development Department.

Arndt: Questioned the flexibility of the dashboard process given the inevitable changes that will occur. He also questioned the Excel Spreadsheet format v. a Rational Database like "Springbrook" and the necessity for two independent tracking systems.

Harris: Requested clarification on exactly what the public can see, and would it be clear for someone to review exactly what stage of the process their application was in. In the event a punch list was created would that be added to the spreadsheet.

Planning Board members thanked Mr. Latimore for his presentation and looked forward to the Process being implemented.

## **STAFF PRESENTATIONS AND DISCUSSION BY BOARD**(continued)

### **D-2: Continued discussion on Sultan Municipal Code (SMC), adding Section 16.12.070, Public and Institutional (P/I) Zone**

Martin: Opens discussion on the next 2 policy questions for the Planning Board on P/I Zone. Should the P/I Zone be mandatory or optional on quasi-public service agencies and should agencies such as the Food Bank, and VOA have property zoned P/I be required to undertake a Comprehensive Plan and Zone Map amendment prior to placing their public property for sale to the private sector? A Staff draft was given to planning board members as well as examples from the City of Monroe and Snohomish. If the zone is to be applied in a holistic fashion, quasi-public service agencies would be included in the first-round legislative process. This would make clear the status of properties such as that owned and operated by the Volunteers of America.

The second policy question for the Board to consider is whether public entities that have changed plans should be required to undertake a Comprehensive Plan Map and Zoning Map amendment if they no longer intend to use or develop their property for public use, and choose to sell it to the private sector for future private development.

Arndt: If the tactic is bait and switch they should have to pay accordingly. They should not wait "until" but declare upfront their intentions. If they want to undue something down the road then they do so at a cost. If the School District buy 60 acres and builds on 20 then sells off 40

acres, how will that work in a P/I zone? Properties that are undeclared, will they be automatically grandfathered? Do private owned properties have to pay the expense of the CUP? It would be helpful to compare functions, if they had an inventory. If city owned stamp its auto stamped P/I. Private owned property requiring a specific function of which requires it to go through an expensive process. Operate a school in a residential zone; guy in city bldg gets it for nothing, the non city owner as to go through an expensive process. Bob solution is simple give it all to them, all PI, even if they more accurately fit another zoning description.

There are parts of this I am in favor of and other parts I question.

Linth: Is anyone not in agreement with Keith?

Staff and Planning Board continued discussion on ways to clarify confusion and/or perceived favoritism to public v. private sectors and a definitive approach to making the zone uses clear and not open to interpretation or an unfair process.

Martin: Advised Board Members he understands their questions and concerns and will bring back a revised draft document for the next meeting in an attempt to clarify the points the planning board members have raised with the policy.

## **PLANNING BOARD EDUCATION & DEVELOPMENT**

**E-1 American Planning Association (APA) slide show: "Updating the Zoning Code":  
Deferred to March 3, 2009 Planning Board Meeting.**

### **Public Comments on Agenda Items Only:**

Knuckey: Thanked Planning Board members for the work they have done so far and feels their headed in a good direction.

### **Planning Board Comments:**

Harris: Wanted to know if a spreadsheet could be created on their Prioritized Work List So they could view the status and/or progress they are making as a board.

Arndt: Apologized for not being able to articulate his perspectives in a more concise and informative manner to limit misunderstanding or confusion by others and perhaps shorten the time frame of some of their discussions.

*Linth: Reminded Staff to have coffee available at the next meeting on March 3, 2009.*

### **Adjournment:**

Knox moves to adjourn 2<sup>nd</sup> by Harris, all Ayes.  
Meeting adjourned at 10:05 PM